

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Personnel Counseling**

1. The Inspector General, in response to my memorandum of 14 September 1967 on counseling programs, has prepared a brief report on the findings of his office over the past six months. This notes a number of positive steps taken toward better counseling and career monitoring for Career Trainees and other young professionals. Elsewhere in the field of counseling, however, it notes a number of apparent weaknesses. Career counseling, being improved for young professionals, is weak or absent in large areas of the organization. Many employees are only dimly aware of the variety of counseling services offered by specific offices of the Agency. The index to Headquarters Regulations contains no entry on "counseling," "employee counseling," or "personnel counseling."

2. I would appreciate it if you would review, in the light of modern management concepts, our Headquarters Regulations and other Agency-wide regulatory issuances which deal with counseling or which should appropriately do so, and then recommend revisions. Your recommendations should include clarification of the role the Office of Personnel should play in employee counseling, both directly with the individual employee and indirectly in support of programs within the several directorates.

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3. Please let me have a progress report on this on or about 15 July 1968.

**L. K. White**  
**Executive Director-Comptroller**

**cc: Deputy Director for Intelligence**  
**Deputy Director for Plans**  
**Deputy Director for Science and Technology**  
**Inspector General**

O/IG (10 Apr 68)

Orig - Adse

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